



COON RAPIDS CIVIC CENTER

2016 FEE SCHEDULE

Civic Center Banquet Rooms are available to rent during the following hours:

Monday – Thursday 4:30 pm – 10:00 pm

Friday 4:00 pm – midnight

Saturday 8:00 am – midnight

Sunday 1:00 pm – 10:00 pm

For more information, please contact the Facility Coordinator at (763) 767-6522 or civiccenter@coonrapidsmn.gov

Banquet Facility (Seats up to 230 banquet style or 260 auditorium style) <i>Includes: Civic A, Civic B, Training Room, Kitchen & Outdoor Patio/Gazebo Area</i>	Mon–Thurs 4 hour rental 4:30 – 10:00 PM	Friday* 9 hour rental 4 PM–1 AM	Saturday* 17 hour rental 8 AM -1AM	Sunday 4 hour rental 2:00 – 10:00 PM
Coon Rapids Civic, Athletic or Public	\$345	\$345	\$820	\$255
Coon Rapids Resident, Non Profit or Business	\$390	\$770**	\$1320**	\$255
Non-Resident	\$460	\$870**	\$1430**	\$330
Additional Charges that may apply:				
• Additional hourly rate	N/A	\$80	N/A	\$75
• If serving alcohol add:	\$300	\$300	\$300	\$300
• Auditorium style set-up add:	\$110	\$110	\$110	\$110
Damage Deposit	\$500	\$500	\$500	\$500

*Banquet Facility cannot be split up until 6 months prior to event date.

All Banquet Facility Rentals Include:	**The Friday & Saturday Banquet Facility Package includes the following:
<ul style="list-style-type: none"> Set up and take down of up to: 29 - 60" round tables 9 - 8-foot tables 3 - 6-foot tables, 18 - 5' x 1-1/2' tables 19 card tables 230 chairs. Use of the Gazebo and Patio area 	<ul style="list-style-type: none"> Two (2) "Dressing Rooms" Easel Projection Screen Projector Microphone

Gazebo Only Chair rental separate	Monday – Thursday 2 hour rental 4:30-10:00 PM	Friday – Saturday 4 hour rental 8:00 AM – 10:00 PM	Sunday 4 hour rental 1:00 PM – 10:00 PM
Residents/Non-Residents	\$50	\$100	\$100

Civic Rooms A, B & Training Room (Seats up to 230 banquet style or 260 auditorium style)	Mon–Thurs 4 hour rental 4:30 – 10:00 PM	Friday* 9 hour rental 4 PM–1 AM	Saturday* 13 hour rental 8 AM -1 AM	Sunday 4 hour rental 2 PM – 10 PM
Coon Rapids Civic, Athletic or Public	\$265	\$265	\$730	\$175
Coon Rapids Resident, Non Profit or Business	\$310	\$520	\$730	\$175
Non-Resident	\$370	\$620	\$840	\$228
Additional Charges that may apply:				
• Additional hourly rate add:	\$80/hour	\$85/hour	\$90/hour	\$50/hour
• Kitchen rental add:	\$80	\$80	\$85	\$80
• If serving alcohol add:	\$150	\$300	\$300	\$150
• Auditorium style set-up add:	\$120	\$120	\$120	\$120
Damage Deposit	\$500	\$500	\$500	\$500

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Civic Room A & B (Seats up to 160 banquet style or 200 auditorium style)	Mon–Thurs 4 hour rental 4:30 – 10:00 PM	Friday* 9 hour rental 4 PM–1:00 AM	Saturday* 13 hour rental 8 AM -1:00 AM	Sunday 4 hour rental 2 PM – 10 PM
Coon Rapids Civic, Athletic or Public	\$110	\$180	\$600	\$130
Coon Rapids Resident, Non Profit or Business	\$195	\$440	\$600	\$130
Non-Resident	\$240	\$520	\$690	\$175
Additional Charges that may apply:				
• Additional hourly rate add:	\$75/hour	\$80/hour	\$85/hour	\$35/hour
• Kitchen rental add:	\$80	\$80	\$85	\$80
• If serving alcohol add:	\$150	\$300	\$300	\$150
• Auditorium style set-up add:	\$120	\$120	\$120	\$120
Damage Deposit	\$250	\$250	\$250	\$250

*Banquet Facility cannot be split up until 6 months prior to event date.

Civic Room A or B (Seats up to 80 banquet style or 100 auditorium style)	Mon–Thurs 4 hour rental 4:30 – 10:00 PM	Friday* 9 hour rental 4 PM–1:00 AM	Saturday* 13 hour rental 8 AM -1:00 AM	Sunday 4 hour rental 2 PM – 10 PM
Coon Rapids Civic, Athletic or Public	\$55	\$90	\$300	\$65
Coon Rapids Resident, Non Profit or Business	\$100	\$220	\$300	\$65
Non-Resident	\$120	\$260	\$345	\$85
Additional Charges that may apply:				
• Additional hourly rate add:	\$33/hour	\$35/hour	\$40/hour	\$18/hour
• If serving alcohol add:	\$150	\$300	\$300	\$150
• Auditorium style set-up add:	\$60	\$60	\$60	\$60
Damage Deposit	\$175	\$175	\$175	\$175

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Training Room (Seats up to 60 banquet or auditorium style and up to 34 classroom style)	Mon–Thurs 4 hour rental 4:30 – 10:00 PM	Friday* 8 hour rental 4 PM–12 AM	Saturday* 12 hour rental 8 AM -12 AM	Sunday 4 hour rental 1:00 – 10:00 PM
Coon Rapids Civic, Athletic or Public	\$45	\$80	\$125	\$44
Coon Rapids Resident, Non Profit or Business	\$110	\$80	\$125	\$44
Non-Resident	\$125	\$100	\$150	\$52
Additional Charges that may apply:				
• Additional hourly rate add:	\$28/hour	\$38/hour	\$50/hour	\$11/hour
• If serving alcohol add:	\$150	\$300	\$300	\$150
• Auditorium style set-up add:	\$60	\$60	\$60	\$60
Damage Deposit	\$75	\$75	\$75	\$75

*Banquet Facility cannot be split up until 6 months prior to event date.

The following smaller rooms are available to rent only during these hours:

Monday – Thursday 4:30 pm – 10:00 pm

Friday 4:00 pm – 10:00 pm

Saturday 8:00 am – 10:00 pm

Sunday 8:00 am – 10:00 pm

Conference Room #5 (Seats up to 14 people around a permanent oval table)	Monday – Thursday 4 hour rental 4:30 – 10:00 PM	Friday – Sunday 4 hour rental 1:00 – 10:00 PM
Coon Rapids Civic, Athletic or Public • <i>Additional hourly rate</i>	No charge up to 8 hours/month \$15/hour	No charge up to 8 hours/month \$15/hour
Coon Rapids Resident, Non Profit or Business • <i>Additional hourly rate</i>	\$44 for first 4 hours \$15/hour	\$66 for first 4 hours \$15/hour
Non-Resident • <i>Additional hourly rate</i>	\$66 for first 4 hours \$15/hour	\$82 for first 4 hours \$15/hour
Damage Deposit	\$50	\$50

Arts & Crafts Room (Seats up to 20 people around pre-arranged tables)	Monday – Thursday 4 hour rental 4:30 – 10:00 PM	Friday – Sunday 4 hour rental 1:00 – 10:00 PM
Coon Rapids Civic, Athletic or Public • <i>Additional hourly rate</i>	No charge up to 8 hours/month \$15/hour	No charge up to 8 hours/month \$15/hour
Coon Rapids Resident, Non Profit or Business • <i>Additional hourly rate</i>	\$44 for first 4 hours \$15/hour	\$66 for first 4 hours \$15/hour
Non-Resident • <i>Additional hourly rate</i>	\$66 for first 4 hours \$15/hour	\$82 for first 4 hours \$15/hour
Damage Deposit	\$50	\$50

Recreation Room (Seats up to 15 people around pre-arranged tables)	Monday – Thursday 4 hour rental 4:30 – 10:00 PM	Friday – Sunday 4 hour rental 1:00 – 10:00 PM
Coon Rapids Civic, Athletic or Public • <i>Additional hourly rate</i>	No charge up to 8 hours/month \$15/hour	No charge up to 8 hours/month \$15/hour
Coon Rapids Resident, Non Profit or Business • <i>Additional hourly rate</i>	\$44 for first 4 hours \$15/hour	\$66 for first 4 hours \$15/hour
Non-Resident • <i>Additional hourly rate</i>	\$66 for first 4 hours \$15/hour	\$82 for first 4 hours \$15/hour
Damage Deposit	\$50	\$50

EQUIPMENT RENTAL RATES (including sales tax):

- Candle Votives \$.50/each; replacement cost \$2.00/item
- Coffee Maker* \$10
- Coffee Servers \$3.00/item; replacement cost \$15.00/item
- Coffee Cups & Saucers \$0.50/item; replacement cost \$5.00/item
- Goblets \$0.50/item; replacement cost \$5.00/item
- Microphone* \$10
- Mirror Squares \$1.00/each; replacement cost \$5.00/item
- Outdoor Gas Grills \$20 each
- Outdoor Wedding Chairs \$1.55/\$2.55 each plus delivery/pickup
- Piano \$50
- Place Setting - Plate and 3-Piece Flatware \$1.50/place setting
- Additional Plate \$0.50/each
- Projector (bring your own laptop) \$50
- Portable Speaker System \$25
- Projection Screen* \$5
- Punch Bowls \$5.00/each; replacement cost \$40.00/item
- Salt and Pepper Shakers \$1.50/set; replacement cost \$4.00/set
- TV/VCR/DVD* \$5
- Tri-Pod Easel* \$5
- Water Pitcher \$1.00/item; replacement cost \$5.00/item
- White Board Easel* \$5

*Civic, Athletic and Government entities exempt.

LINEN RENTAL RATES (including sales tax):

- **Tablecloths** (round, 8-foot, 6-foot, or card) \$4.50 each
Tablecloths are available in White, Ivory, or Black
- **Napkins** \$.50 each
Napkins are available in a variety of colors
- **Banquet Package** – includes the following: \$6.75/place setting (includes installation, delivery/takeaway)
90” Round Tablecloths in White, Ivory or Black
Chair Covers & Sash (Chair covers are available in White, Ivory and Black – sashes in a variety of colors)
Satin Runners
Cake Table skirting and décor
Bar Linens
Head Table skirting and décor for up to 3 8’ tables
Napkins are rented separately
- **Head Table Backdrop 10’, 16’, 26’ and 35’** Starting at \$235 (includes installation and removal)
- **Ceiling Draping** \$500.00 (includes installation and removal)

For more information, please contact the Facility Coordinator at (763) 767-6522 or civiccenter@coonrapidsmn.gov

Prices subject to change. Please contact us for current pricing.

(1/14/2016)